

**CLASSIFICATION:** PRINCIPAL PLANNER

**Class Code:** 6995-24

**Date Established:** 07-02-65

**Occupational Code:** 7-1-6

**Date of Last Revision:** 10-28-15

**Exempt Status:** Exempt

**BASIC PURPOSE:** To analyze and interpret planning policies and procedures and to monitor the design, plan preparation and implementation of state, regional or community planning activities.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Studies planning problems and needs to determine amount and type of research required to arrive at a solution; recommends policy initiative based upon planning research and analysis.
- Analyzes data for community, regional and state plans and writes reports identifying concerns and recommendations.
- Summarizes and presents information relevant to plans for improving existing operations and expanding services.
- On the basis of expertise in the assigned area, develops methodologies and provides assistance to the staff agency or organizations in need.
- Monitors and coordinates the data collection activities of public and private agencies to minimize duplication of efforts.
- Meets with public and private agencies and groups to encourage a comprehensive approach to long - range state, regional and community development.
- Coordinates planning activities between state agencies, advisory committees and inter-agency groups.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in planning, economics, geography, government, law, business/public administration, resources management, natural resources planning, environmental science, environmental law, community development, architecture or a related field.

**Experience:** Four years' experience in professional planning or experience in a related field.

**OR**

**Education:** Bachelor's degree from a recognized college or university with major study in planning, economics, geography, government, law, business/public administration, resources management, natural resources planning, environmental science, environmental law, community development, architecture or a related field.

**Experience:** Five years' experience in professional planning or experience in a related field.

**MINIMUM QUALIFICATIONS (DEPARTMENT OF TRANSPORTATION, DIVISION OF AERONAUTICS ONLY):**

**Education:** Master's degree from a recognized college or university with major study in planning.

**Experience:** Three years' experience in professional planning.\*

**OR**

**Education:** Master's degree from a recognized college or university with major study in a planning related field such as economics, geography, government, public administration, resources management, community development, environmental science, or environmental law.

**Experience:** Four years' experience in professional planning or experience in a related field as specified above.\*

**OR**

**Education:** Bachelor's degree from a recognized college or university with major study in planning, economics, geography, government, resources management, community development or natural resources planning, environmental science, or environmental law.

**Experience:** Five years' experience in professional planning or experience in a related field as specified above.\*

\* Applicants for Aeronautic Division positions may substitute Commercial Pilot Certification for one year of the total experience required.

**RECOMMENDED WORK TRAITS:** Knowledge of land economics and land use. Knowledge of the principles and practices of state, regional and municipal planning. Knowledge of techniques of planning research and design. Knowledge of municipal, county and state finance and taxation practices, laws and systems. Ability to maintain harmonious relationships with public officials, other employees and the

public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**MINIMUM QUALIFICATIONS (DEPARTMENT OF HEALTH AND HUMAN SERVICES ONLY):**

**Education:** Bachelor's degree from a recognized college or university with major study in a field relevant to the program area in which the position is assigned. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience in a field or occupation relevant to the program area in which the position is assigned, with responsibility for developing and implementing programs. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Eligibility for New Hampshire driver's license and access to transportation for use in statewide travel.

**SPECIAL REQUIREMENTS:**

Specific degree and experience requirements must be tailored to meet documented recruitment needs of the Department of Health and Human Services. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

**RECOMMENDED WORK TRAITS:** Knowledge of complex planning activities and operations. Knowledge of the policies and regulations relevant to the program area in which assigned. Knowledge of statistical theory and methods. Knowledge of intergovernmental relationships. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with public officials, other state agencies, the general public and the private sector. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.